

US Embassy

Tbilisi, Georgia

Announcement Number 18/09

OPEN TO: US Citizen Eligible Family Members (USEFMs) - All agencies
POSITION: DAO Administrative Support Assistant – IA/0303/B01* (The approximate pay grade of the position will be GS-7 but the final grade will be based on relevant experience and will be determined in Washington)
OPENING DATE: March 31, 2009
CLOSING DATE: UNTIL FILLED
WORK HOURS: Full-time, 40 hrs week

Note: Only US Citizen Eligible Family Members (USEFM) as defined below of US Government employees assigned to the Mission under Chief of Mission authority are eligible for consideration. A US citizen EFM does not have to be residing in country to be considered, but the sponsoring officer under COM authority does have to be officially assigned to post.

US Embassy Tbilisi is seeking an Eligible Family Member (EFM) for employment in country for the position of Administrative Assistant in the Defense Attaché Office.

BASIC FUNCTION OF POSITION:

The incumbent serves as an Administrative Support Assistant. As such, receives all visitors and telephone calls; handles standard administrative queries; establishes and maintains a wide variety of files and records of correspondence, reports and various administrative data; requests supplies, equipment and services for the office; maintains and monitors expenditures for all supplies, equipment and impress funds; ensures that security clearances for all staff are passed to various agencies and commands; and types correspondence, forms, summary sheets and messages.

The DAO Administrative Support Assistant provides a wide range of support functions, including but not limited to:

- Receives all visitors and telephone calls, makes a determination as to the necessary action to take. Handles standard administrative queries on own initiative; refers calls on technical or policy matters to supervisor or to proper substantive organizations.
- Establishes and maintains a wide variety of files and records of correspondence, reports and various admin data pertinent to the activity's operations.
- Requests supplies, equipment, and services for the office. Maintains and monitors expenditures for all supplies, equipment and impress funds, and ensures that the office does not exceed budgetary limitations. Submits requests for the establishment of expendable supply stock and maintains records of serial numbered items.
- Ensures that security clearances for all staff are passed to various agencies, commands etc. for conferences, meetings, and seminars in accordance with applicable directives and DIA regulations.
- Types correspondence, forms, summary sheets, messages, etc., including statistical and tabular material and reports from rough drafts. Initiates endorsements on letters of appreciation, military awards, and security requests. Ensures that such correspondence is complete, accurate, neat, and consistent with existing regulations governing format, grammar, security markings, spelling, punctuation, assembly, and necessary coordination.
- Performs other duties as assigned.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

- At least two years of full-time post secondary study at college or university is required;

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- Level IV (Fluent) Speaking/Reading/Writing English is required;
- Basic computer literacy and office equipment operations required;
- Ability to obtain a Top Secret security clearance is required.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Top Secret clearance.

TO APPLY:

Interested applicants for this position must submit the following or the application will not be considered:

1. Application for US Federal Employment OF-612; or
2. A current Resume or Curriculum Vitae that provides the same information as an OF-612; (please indicate months and years of all employments, form should be in English);
3. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their applications;
4. Any other documentation (e.g. essays, certificates, awards, copies of degree earned) that addresses the qualification requirements of the position as listed above.

NOTE:

1. All applications must have the **Position Number** and **Position Title** identified.
2. You may apply on-line using the HROTbilisi@state.gov email address. **This is the preferred means of applying** for a position with the American Embassy. Please go to our website for additional information, including current openings and tips on applying with the American Embassy in Tbilisi:
http://georgia.usembassy.gov/job_opportunities3.html
3. **ALL APPLICATIONS MUST BE FOR AN OPEN/ADVERTIZED POSITION. APPLICATIONS PREVIOUSLY CONSIDERED FOR A JOB WILL NOT BE HELD/CONSIDERED FOR FUTURE JOBS. IF YOU ARE INTERESTED, YOU MUST RE-APPLY.**

MAIL APPLICATION TO:

Human Resources Office
11 George Balanchine Street
Tbilisi, Georgia
Zip Code: 0131
Fax: (995-32) 27-77-07

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DEFINITION:

US Citizen Eligible Family Member (USEFM) – For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

Closing Date for This Position: UNTIL FILLED

The US Mission in Tbilisi provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, disability, age, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through contingent diversity enhancement program.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Richard A. Marsh
Human Resources Officer